

Catalog Addendum

In January 2018, Dallas Institute of Funeral Service will be launching the Associate of Applied Science in Funeral Service Online.

Associate of Applied Science in Funeral Service Online

The minimum requirement for the Associate of Applied Science in Funeral Service Online is ninety-nine (99) quarter hours of credit. This requirement may be fulfilled by successfully completing quarter's one through five including the general education component and the funeral service core. A transfer student having sufficient general education credits may fulfill the requirement by completing quarters two through five.

This curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. It is designed to meet the prerequisites for licensure and entry-level employment in funeral service. The courses are listed under the headings of: (1) Public Health and Technical, (2) Business Management & Professional, (3) Social Sciences, (4) Legal, Ethical, Regulatory, and (5) General Education/Liberal Arts/Electives.

The skills learned in this program include: arranging and directing a funeral, arranging for the transport of the deceased to the funeral home, interviewing family or next-of-kin to arrange details of a funeral, selecting the pallbearers, and procuring the officiant, arranging transportation for all to the place of service and to the cemetery or crematory, completing the necessary legal documents as required by law, embalming, restorative art and information from the basic sciences necessary for preserving public health. Additional skills studied are good interpersonal skills, learning to work with others, communicating orally and in writing, reasoning logically to resolve problems, and learning to set goals and working towards meeting these goals.

NOTE: Both the Associate of Applied Science in Funeral Service – Online and On-Campus are identical. The methods of delivery for the programs are different

General Education Requirements: All general education requirements for the associate degree may be completed online through the college. **No previous college credit is needed to enter the program.** The general education courses provide a foundation for professional success. Students learn to think critically, make rational decisions and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

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GENERAL EDUCATION			PUBLIC HEALTH AND TECHNICAL			BUSINESS MANAGEMENT AND PROFESSIONAL		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Course #	Course	Credit Hours
MAT 105	College Mathematics	5	FSS 102 203 301	Anatomy	6	FSM 104	Basic Accounting	4
ENG 105	English Composition	5	FSS 112 223	Chemistry	5	FSM 113	Funeral Service Administration	3
PSY 105	General Psychology	5	FSS 211 303 311 402	Embalming	7	FSM 203	Funeral Service Management	3
HST 105	United States History Before 1877	5	FSS 122 242	Microbiology	4	FSM 303	Funeral Service Merchandising	3
HST 205	United States History Since 1877	5	FSS 144	Pathology	4	FSM 402	Funeral Directing	2
			FSS 131 233 321 341	Restorative Art	6	FSM 103 213	Small Business Management	6
						FSM 123	Professional Communications	3
			FSS 411	Capstone Review - Sciences	1	FSM 411	Capstone Review - Arts	1
				Practicum	Required			
		25			33			25
SOCIAL SCIENCES			LEGAL, ETHICAL, AND REGULATORY			PROGRAM		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Total Program Credits	Total Funeral Service Credits	
FS 132	Funeral Service Counseling	2	FS 104	Business Law	4			
FS 152	Funeral Service Sociology	2	FS 101	Funeral Service Ethics	1			
FS 203	Grief Psychology	3	FS 142	Funeral Service Law	2			
FS 102	History of Funeral Service	2						
		9			7	99	74	

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Tuition

Pierce Mortuary Colleges charges tuition by quarter based on credits enrolled for all programs of study. Full-time students are charged a flat cost and students enrolled part-time are charged a per credit cost

What is considered a full-time student?

A full-time student is enrolled in 12 or more credits

What is considered a part-time student?

A part-time student is enrolled in 11 or less credits

What is the cost of a course(s) approved by the President?

Courses approved by the President will be an additional charge of \$260.00 per credit of the course

Associate of Applied Science Degree Program - Online

How much does tuition cost per term?

Tuition is \$3,000.00 per quarter. Part-time students will be charged \$260.00 per quarter hour

How much will my program cost if I have my general education courses completed?

If a student's general education courses are transferred in to the College, the cost of the program will be \$12,000.00 plus \$25.00 per course technology fee

How much will my program cost if I want to take general education courses at Dallas Institute of Funeral Service?

If a student's general education course are included in the program, the cost of the program will be \$15,000.00 plus \$25.00 per course technology fee

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Attendance for Distance Learning Courses

Distance Learning Attendance and Participation

Just as on-campus students are expected to attend class, distance learning students too must regularly attend and participate in their online courses. Distance learning students adhere to the same attendance policy as the on ground students. Online courses are set up with a weekly activity schedule. A student attends a distance learning course by participating in class or otherwise engaging in an academically related activity.

Participation is essential to your success in this class. In distance education courses you are required to participate just as if you were in a face-to-face course. This means that in order to get full credit for participation, you will have to complete your discussion assignments, lesson assignments quizzes or other activity on a timely basis.

Documenting Attendance in Distance Learning Courses

Changes to Federal financial aid regulations in recent years have highlighted the importance of accurate reporting on student attendance and participation in all courses, including distance learning courses.

Per 2017-2018 FSA Handbook:

<https://ifap.ed.gov/fsahandbook/attachments/1718FSAHbkVol5Master.pdf#page=67>

“In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- ❖ student submission of an academic assignment,
- ❖ student submission of an exam,
- ❖ documented student participation in an interactive tutorial or computer-assisted instruction,
- ❖ a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- ❖ a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- ❖ an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.”

To comply with the federal student aid regulation, the College is providing the following procedure to taking attendance.

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A student attends a distance learning course by participating in class or otherwise engaging in an academically related activity. Academic related activities may include:

- ❖ contributing to an online discussion or chat session
- ❖ attending live lectures (GTM)
- ❖ submitting an assignment or a working draft
- ❖ working through exercises
- ❖ taking a quiz or an exam
- ❖ viewing and/or completing a tutorial
- ❖ initiating contact with a faculty member to ask a course-related question
- ❖ Reading assignments with discussion, poll or summary.
- ❖ BaseCamp for project based assignments
- ❖ Office 365 Tools: <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>
 - Sway – Students can express their ideas on an interactive web-based canvas. Sway is integrated with OneDrive, student and instructor's devices, social networks, the web and it's built in design engine integrates your content into a cohesive layout. <http://sway.com>
<https://sway.com/education/>
 - Skype – Allows students to collaborate with other students, wherever they are. Have a guest speaker join your class. <http://education.skype.com>
 - OneNote -- Create notebooks that help instructors and students stay organized, deliver curriculum and collaborate with students. <https://www.onenote.com/hrd>
 - OneDrive -- Create, edit and share documents with students.
<https://office.live.com/start/OneDrive.aspx> <http://www.onenote.com/>
 - Office Mix -- Easily create and share interactive online lessons with this PowerPoint add-in. Create interactive lessons, presentations and discussions to help your students learn in new ways.
 - Instant Messenger – for instructors and students to interact in a safe place.
 - Forms – Easily create surveys, quizzes, and polls. <https://forms.office.com/>
- ❖ Online Surveys
- ❖ Creating spreadsheets or PPT
- ❖ Research projects with publication goals
- ❖ Journals
- ❖ Posting to organizational websites
- ❖ Watching videos with polls, discussion, or summary.
- ❖ Interviews with summary.
- ❖ LinkedIn Group discussion threads participation assignment. Other online discussion threads.
- ❖ Debates given within Learning Management System or through GTM
- ❖ Group presentations
- ❖ Social Media posting assignments

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- ❖ Visual diagrams
- ❖ Reflective essays
- ❖ Project proposals
- ❖ Graph creations
- ❖ Portfolios
- ❖ Completing a poll

Such academically related activities are readily tracked and documented through the College's learning management system.

*Example: A student logs into their distance learning course and logs out without any further activity; the student **did not** attend the distance learning course on that day*